

Faculty of Dentistry

Who Does What?

**A quick guide to all support staff roles, locations and contact information
September 2015**

General Information and Quick Help:

Rosemary Cooke	514-594-1636
Assunta Pompeo	514-398-7203 ex.094406
Michelle Dion	514-398-7222

Basement	Sterilization	
Academic Room 505	Wendy Sommerville	Academic responsible for the Infection Control and Sterilization Program
Basement	Raffaele Notaromaso	Full time day Infection Control Coordinator
Basement	Maxine Daley	Full time day Infection Control Coordinator
Basement	Pablo Cambay	Part time night Infection Control Coordinator
Basement	Lorna Daley	Part time night Infection Control Coordinator
1st Floor	<i>SPECIAL CLINICS (OD, pain, surgery, implants, research, emergency)</i>	
Manager of Undergraduate Teaching Clinic Room 117	Ann Samson	Manages the Undergraduate Teaching Clinic and staff
Reception 1st Floor	Nancy Scholefield	Main Reception, booking appointments, processing payments, etc.
Reception 1st & 2nd Floor	Lora-Mae Chartier	Main Reception, booking appointments, processing payments, etc.
Administrative Coordinator 1st Floor	Rosa Menale	Scheduling and booking of OD, DA and Surgery

Dental Assistant 1st Floor	Ann-Marie Plante	DA in OD and Perio
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2nd Floor	<i>Undergraduate Teaching Clinic (UT Clinic)</i>	
Patient Services Coordinator Room 204	Romantha Descartes	Responsible for student clinical requirements and chair bookings
Reception 1st & 2nd Floor	Ann Gage	Main Reception, booking appointments, processing payments, etc.
Dental Hygienists 2nd Floor	Bibiane Gagnon	Hygienist in UT Clinic
	Nasrin Salamati	Hygienist in UT Clinic
	Nathalie Marsolais	on leave
Dental Assistants 2nd Floor	Isabelle Chevrier	DA in UT Clinic
	Ilona Pakula	DA in UT Clinic
	Tracy Berube	DA in UT Clinic
	TBA	DA in UT Clinic
Dispensary 2nd Floor	Celina Gribbon	Manages the day to day of the Dispensary and places equipment and supply requests as required
Dispensary 2nd Floor	Celine Ash	Manages the day to day of the Dispensary and places equipment and supply requests as required
	<i>Pre-Clinic</i>	
Manager Pre-Clinic Lab 2nd Floor	Linda Harrison	Manager of the Pre-Clinic Lab and responsible for the day to day operations
5th Floor	<i>Deanery</i>	

Reception	Mary Farmus	Reception, Room Bookings, Payments for Staff and minor purchases for Faculty such as Stationary, Parking and general support to the Faculty
Director Room 526	Rosemary Cooke	Oversees all aspects of the administration of the Faculty
Executive Assistant to the Dean Room 525	Michelle Dion	Manages the Dean's immediate office
Special Projects Room 515	Assunta Pompeo	New Facility Project Graduate Residency Program
Finance Administration Room 521	Nicole Brunelle	Manages the day to day financial administration of the Faculty Oversees the Inventory & Purchasing Process
Human Resources Room 520	Iren Urazbaeva	Manages all issues pertaining to appointments, terminations, and rules and regulations for both Academic and non-Academic staff
Financial Service Team (FST) Room 518	Rocchina Testa	Responsible for all financial matters related to research and general financial support to the Faculty
Administrative Coordinator Room 511	Carol D'Souza	Expense Report Reviewer Manages the Stationary for the Faculty

Academics - responsible for administering the DMD, GPR and OMFS program

Senior Manager Room 519	Nikoo Taghavi	Manages the operation of the Academic Teaching Support Group Each member is responsible for uploading to D2L/Mycourses, invigilating
Manager 5th Floor open area	Emil Briones	Back up Manager to Nikoo Taghavi and Manager of the Work Study People Special Academic Projects DENT 125, 225, 224, 221, 220, 217, 325, 425, 409, 413, 406
Senior Administrative Coordinator 5th Floor open area	Genie Angelopoulos	DENT 316, 416, 218, 318, 418, 437, 337
Examinations coordinator 5th Floor open area	Nila Aranjuez	DENT 215, 315, 415, 101, 320, 311, 411

Secretary 5th Floor Open area	Nancy Cheong	DENT 310, 410, 319, 322, 407, 317, 222, 412
Admin. Coordinator MGH 3rd Floor	Susan Young	Support of the OMFS Program at the MGH including admission and DENT 323, 423
	<i>Inventory & Purchasing</i>	
Head Storekeeper Room 503	Marilyn Sylvester	Responsible for the ordering, receiving and maintenance of equipment and supplies
Storekeeper Basement & 503	Brendan Kelly	Works with Marilyn to ensure reception of inventory and delivery to each site as required
	<i>University Advancement</i>	
Associate Director Room 516	Christina Vroom	Responsible for the Advancement Program of Dentistry
Development Officer Room 511	Ioana Dumitru	Advancement and Annual Giving
Administrative Coordinator Room 511	Carol D'Souza	Support to Advancement
	<i>Communications</i>	
Communication Administrator Room 515	Brenna Kaukonen	Communications, Internal and External
Webmaster	Lauren Heller	Dentistry Web Development and Maintenance
	<i>Student Services</i>	
Student Affairs Officer Room 545A	Patricia Bassett	Student Support and Services
Admissions Officer Room 545B	Marie-Claude Loignon	Undergraduate Admissions
Room 545	TBA	Undergraduate Admissions Support
Room 515	Assunta Pompeo	GPR program administration
Admin. Coordinator Room 545	Maria Palumbo	Graduate Admission and Graduate Student Support
	<i>Research</i>	
Research Technician Open Area OHS	Nicolas Drolet	Administrative support to the Researchers at 2001 McGill College

Admin. Coordinator SADB	Maria Di Nezza	Administrative support to the Researchers NOT at 2001 McGill College
	<i>Continuing Education</i>	
Manager Room 517	Chantal Desjardins	Manages the overall running of the program under the Continuing Education Director
Secretary	Mary Farmus	Administrative support to the Continuing Education Program including, expense- reports, pops payments, bookings, travel etc.
	<i>Service to the Community</i>	
Manager 5th Floor Open Area	Marie Vigouroux	Manages the day to day operations of the Program and provides support to the Academics and Students. Liaison with Advancement
	<i>Student & Staff Health Clinic</i>	
Manager 1st Floor Sherbrooke Entrance	Matthew Meehan	Managers the day to day operations of the Student and Staff Health Clinic and the billings of the Faculty Practice
Dental Hygienists	Cathy Rosenzweig	Part Time Hygienist
	Cristina Sfredel	Part Time Hygienist
Dental Assistants	Margarita Skinnik	Dental Assistant
	Anne-Mare Leduc	Part Time Dental Assistant
	Chantal Duperron	On Leave

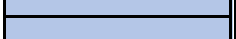
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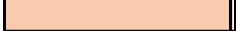


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